

## **NOAA Preserve America Initiative Internal Funding FAQs**

### **Eligibility**

1. Do I have to be a NOAA employee to apply for funding?

Contract employees are allowed to participate in this program as well. Essentially, if you have a “noaa.gov” email address, you are eligible. If you are not a NOAA employee, you may partner with someone who has a “noaa.gov” e-mail address, but they will be responsible for submitting the proposal and for oversight of the project.

2. Why do I need to get my supervisor’s approval to apply?

As with any NOAA committee or activity (volunteer or otherwise), one’s involvement and time commitment should be agreed upon between staff and supervisors. Additionally, those projects that receive PAIIF funding require mechanisms for appropriate disbursement of the funds. This requires supervisor involvement and involvement of your office’s financial manager.

### **Application Process**

3. How many steps are there in the application process?

Two steps: A one (1) page pre-proposal, using the provided form, must be submitted by November 1, 2009. After review, proposal writers will be notified if they are invited to submit a full proposal. These will be due by December 15, 2009.

4. May I submit more than one (1) page of information for the first step of the application?

Please limit your pre-proposal submission to the one page (1) fill-in form.

5. Can I get feedback on my application if it is declined?

Yes, upon request.

6. What needs to be included in the budget, when a full proposal is submitted?

An example budget is provided in the full proposal instructions. Your budget proposal should document the entire cost of the project and which NOAA office or partner (if more than one) is providing the funds by item. For instance, your project may include development of a traveling educational exhibit. You may be planning to use the PAIIF funds to create and build the exhibit, but your office may support the effort by paying for your travel costs to present the exhibit at several regional events. Each item should be appropriately noted in the budget spreadsheet. In addition, the budget should outline in-

kind contributions to the project, such as the value of your time or that of colleagues and partners. See the response to #10 for more information about in-kind support.

### **Use of Funds**

7. What funding mechanisms are available for spending these funds?

Funds may be spent on purchases (project materials or supplies, film, display items, etc.), travel, postage, and external services (design services, printing, research, transcribing audiotape, etc.). Funds must be obligated through new or existing contracts, MOAs/MOUs or by purchase cards. Funds may NOT be obligated through the NOAA Grants process.

8. Is there anything I can't use the funds for?

Funds may not be used on regular NOAA staff or NOAA contractor labor or time. However, it may be used for short term project assistants (such as an intern or graduate student working in a NOAA office or through an MOU) or time and labor of project partner staff (non-NOAA partners).

9. What does in-kind support mean?

In-kind support is essentially an estimate of the value (in dollars) of the goods or services (materials or time) that are provided to the project that you do not have to pay for directly. An estimate of the amount of time you or other staff expect to spend on the project and include its total value (including benefits) in your budget. You should do the same for any time that will be volunteered by any project partners (both internal and external to NOAA). Some examples of 'goods' that may be contributed in-kind could be paper, envelopes or postage for mailings; photocopying or office supplies; use of materials left over from some other project (lumber, paint, hardware); etc.

10. Is there anything I can't use the funds for?

Funds may not be used for NOAA staff or NOAA contractor labor or time. However, it may be used for short term project assistants (such as an intern or graduate student working in a NOAA office or through an MOU) or time and labor of project partner staff (non-NOAA partners). Funds MAY NOT be used for entertainment or to lobby funds

11. If my office financial advisor, or I, have a question about the funds, who should we contact?

Cheryl Oliver ([cheryl.oliver@noaa.gov](mailto:cheryl.oliver@noaa.gov))  
NOAA Preserve America Initiative  
Senior Program Advisor

### **Issues of Interest**

12. How much time do I have to complete the project?

Depending on the type of project you propose, you might be able to complete it in six months, or it may take longer than one year. The PAIIF program does not dictate a length of time in which your project must be completed. However, funds provided by the PAIIF must be spent or obligated within the fiscal year it was provided. The funds do not carry over into other fiscal years, if they have not been properly obligated.

13. Do I have to write up progress reports?

Yes, we will send a form requesting the progress reports approximately 1 month before the end of the fiscal year. However, many participants do provide more frequent updates, particularly to confirm that the funds have been spent or obligated in the appropriate fiscal year (even though projects do not have to be completed by the end of the fiscal year).

14. Do I have to fill out any paperwork when the project is complete?

You are required send us a final report, and copies if any products that were developed, when your project is complete. We have a new section on the PAIIF website which showcases completed projects. Submissions of links to newsletters, articles or other websites highlighting your project are encouraged.

15. When do I need to show that PAIIF funds made this project possible?

Whenever possible! Some projects incorporate media events, develop posters or displays for public events, or get announced in newsletters. When appropriate, an acknowledgement that funding was made possible by NOAA's *Preserve America* Initiative should be included. All such outreach helps to demonstrate the benefits of the overall NOAA Preserve America Initiative effort.

Example: "This project was supported by the NOAA *Preserve America* Initiative, part of *Preserve America*, federal initiative aimed at preserving, protecting and promoting our nation's rich heritage."

16. Will my completed project automatically be posted to the PAIIF website?

When interim or final reports are submitted, we may ask that you provide a short summary (or abstract) about the project's progress to date to post to the PAIIF website. Your completed project will not be posted without your consent. To see examples visit

17. Who do I contact with questions about my application?

Katie Collins ([katie.collins@noaa.gov](mailto:katie.collins@noaa.gov)), coordinator of this year's PAIIF opportunity or Cheryl Oliver ([cheryl.oliver@noaa.gov](mailto:cheryl.oliver@noaa.gov)), NOAA Preserve America Initiative Senior Program Advisor.